Fall BEDS 2012-2013 District Assignments – DE Coding Matrix

District Assignment	Position	Description	Subjec t Area	Description	Course	Description
Athletic Director	633	Coordinator/Departmen t Head	50	Director/Coordinator Assignments	005	Activities/Athletics
Board Secretary	112	Board Secretary	99	Non-licensed Staff	050	Non-Licensed Staff Note: Calculate FTE separately from Other Business Officials.
Bus Driver	171	Pupil Transportation	99	Non-Licensed	050	Non-Licensed Staff
Other Business Official	133	Generally the Business Manager	99	Non-licensed Staff	050	Non-Licensed Staff Note: Calculate FTE separately from Board Secretary.
Clerical staff assigned to a building	153	School Administrative Support	99	Non-licensed Staff	050	Non-Licensed Staff.
Coach – Non- employee	699	Coach	90	Coach	002	Non-employee Coach
Curriculum Coordinator	633	Coordinator/Departmen t Head	50	Director/Coordinator Assignments	011	Elementary Curriculum – For grades PK-8 – If K-12 Curriculum Coordinator, they need two assignments
Curriculum Coordinator	633	Coordinator/Departmen t Head	50	Director/Coordinator Assignments	032	Secondary Curriculum – For grades 9- 12 – If K-12 Curriculum Coordinator, they need two assignments.
Dean of Students	513 or 514	Principal or Assistant Principal	40	Administrator	002-006	Administration – Requires an administrative license for job responsibilities similar/comparable to a building-level administrator.
Dean of Students	153	School Administrative Support	99	Non-licensed Staff	050	Non-Licensed Staff – Persons whose activities are concerned with support of the teaching and administrative duties of the office of the principal.
Human Resources Manager/12/2012	134	HR/Personal	99	Non-licensed Staff	050	Non-Licensed Staff

Long-Term Subs	729	Long-Term Subs	60, 01-30	PK-8 Instructional Assignments or 9-12 Instructional Assignments	Any instructional course code	Long-term substitute - a substitute employed in any one or more instructional assignments with an expectation that the assignment will be for longer than 30 consecutive school days.
Media Specialist - Elementary	722	Teacher Librarian Media Specialists	60	Regular Education Instruction (PK-8)	040	Library Media – If responsible for K- 12 Media, post two assignments, one Pk-8 and one 9-12
Media Specialist – Secondary	722	Teacher Librarian Media Specialists	30	Special Area – Secondary	020	Library Media – If responsible for K- 12 Media, post two assignments, one Pk-8 and one 9-12 Library/Media Center
Project Lead the Way	726	Project Lead the Way	21, or 60 for middle school	Engineering and Technology	004, 006- 008,010,012- 014, or 025 for middle school	Select one of the courses available. Note: Valid for math and science teachers only.
Religion/Theology – Courses taught as components of a religious instruction program.	137	Other Professionals	99	Non-licensed Staff	050	Non-Licensed Staff
School Nurse	698	Nurse – Statement of Professional Recognition issued by the Board of Educational Examiners (SPR)	95	School Nurse	001	Nurse Note: SPR must be on file with BOEE.
School Nurse	143	Nurse – No Statement of Professional Recognition	99	Non-licensed Staff	050	Non-Licensed Staff
Second Chance Reading Teacher	728	Regular Education Teacher	60	PK-8 Instructional Assignments	018	Reading – Teacher must have a reading endorsement
Second Chance Reading Teacher	728	Regular Education Teacher	60	PK-8 Instructional Assignments	009	English/Lang Arts – If the teacher is teaching language arts and including Second Chance reading.